



Membership Requirement – Standard First Aid and Level “C” CPR Certification Policy

Purpose:

- To establish policy and procedure surrounding the Membership Requirement to maintain valid Standard First Aid and Level “C” CPR certification in accordance with CMMOTA Bylaw’s 3.5.1.1.2., 3.5.1.2.2., 3.5.1.6.4., and 3.5.1.7.2..

Policy:

1. Full Massage Therapist Members, Full Manual Osteopathic Therapist Members, Registered Massage Therapist Members, and Spa Therapist Members are responsible to maintain a valid Standard First Aid and Level “C” CPR Certification or higher level First Aid and CPR Certification at all times while they are a full Member of the Association. **All other classes of Membership in the CMMOTA are not required to maintain valid certification in Standard First Aid and Level “C” CPR.**
2. Administration shall notify Members requiring Standard First Aid and Level “C” CPR re-certification by email to the last known address of the member of their pending expiration of their existing Standard First Aid and Level “C” CPR certification three (3) months prior to the expiration date on their certificate.
3. Members shall be responsible to pay for and attend either a recertification course, or a certification course prior to the date of the expiration of their current certification.
4. Online certification alone is not acceptable certification. At a minimum there must be an in-person portion of a certification or re-certification in Standard First Aid and Level “C” CPR.
5. Members shall be responsible to submit a new valid certificate of Standard First Aid or Level “C” CPR certification to the CMMOTA office via email, or hard paper copy before the current certificate expires.
6. If a member does not submit the required certification or re-certification certificates prior to the expiry date of the existing certification, then Administration shall follow *CMMOTA Policy and Procedure: Disciplinary Policy for Non-Compliance regarding Standard First Aid and Level “C” CPR Certification.*

Administration Procedure:

1. Administration will record and track the Standard First Aid and Level “C” CPR certificates and their expiration dates for all Full Massage Therapist Members, Full Manual Osteopathic Therapist Members, Registered Massage Therapist Members, and Spa Therapist Members of the Association.
2. Administration will send a notice of pending expiration of a members Standard First Aid and Level “C” CPR certification 3 month prior to the expiration date of said certification to the last known email address of the member.
3. Administration shall receive for review any new certification or re-certification certificates from members for verification of validity and authenticity, and acceptance as fulfilling this membership requirement.



4. Administration will inform the member that has been accepted once the certificate has been validated.
5. If a members certification lapses, then Administration shall follow *CMMOTA Policy and Procedure: Disciplinary Policy for Non-Compliance regarding Standard First Aid and Level "C" CPR Certification.*

Member Procedure:

1. A member shall be responsible to book and complete a class for certification or re-certification to be completed before the expiration date of the previous Standard First Aid and Level "C" CPR.
2. A member shall be responsible to submit a copy of their certification or re-certification for Standard First Aid and Level "C" CPR before the expiration date of the previous certification by email, or by regular post.
3. If a member does not provide Administration with a valid certification or re-certification certificate, then they understand that they will be subject to *CMMOTA Policy and Procedure: Disciplinary Policy for Non-Compliance regarding Standard First Aid and Level "C" CPR Certification.*

Original Date of Policy Adoption: August 19, 2020

Date of Last Policy Revision: September 12, 2022